

# APPROVED APPROVED APPROVED APPROVED

## MINUTES OF THE MASTER PLAN COMMITTEE MEETING THURSDAY, DECEMBER 9, 2021 5:30 PM IN THE MACOMBER ROOM

**Members Present:** Darcy Horgan, Lorne Jones, Jane Lannon, Ken McDonald, Kathy Richards, Conni White

**Members Absent:** Rodney Rowland, Peter Schwab, Pamela Yonkin

Chair McDonald opened the meeting by asking for approval of the previous meeting's minutes: *Jane Lannon made a motion to APPROVE as written the minutes to the November 11, 2021 meeting of the Master Plan Committee. Lorne Jones seconded. Motion carried unanimously.*

There is now a link on the Town's website to a special section for Master Plan news. It can be reached under the Boards and Committees tab.

Chair McDonald reported on his meeting with Jen Rowden from the Rockingham Planning Commission. Takeaways from that meeting:

- Don't focus on the chapters we want to include until we receive survey results
- Don't get into too many specifics until we receive survey results
- Consider various ways to get the survey out – website, mailing, Facebook, etc
- Survey should take only 10 to 15 minutes to fill out
- Survey should stay out in the community 18 to 20 days, perhaps even 30
- Don't send before second week of January but before Memorial Day
- Suggest we include an interactive map to upload photos, point out problem areas
- Important that we ask participants if they wish to receive the survey results

Ms. Rowden gave Chair McDonald a copy of the survey done by the town of Hampstead for our review. If the committee presents her with our ideas for what we wish to put in our survey, she will organize the questions and draft a first pass of the survey.

Chair McDonald passed out the Hampstead survey questions and a summary report on the responses. The committee then used this to guide its discussion on what questions we may want to ask for the New Castle survey. Along with the specific questions, the committee discussed the various possible formats of asking the questions and collecting the information. As a group, the committee members went through each of the Hampstead questions and circled the ones that would also be applicable for our New Castle survey.

**Next Steps:**

- Chair McDonald and Ms Horgan will create a draft list of questions and send it out to committee members for review.
- Committee members are asked to go through the questions and make any changes you feel are necessary; recommend deletions; add any of your own questions. Keep in mind that we should feel free to ask any questions about items that we, as a town, do not necessarily have control over (ie, State roads, State or Federal lands, docks, etc).
- Committee members are then asked to put some thought into the format of how to ask these questions.
- At the next meeting, we will continue to finalize the questions.
- Chair McDonald will then submit our proposed survey to Jenn Rowden who will offer her recommendations/edits/comments at our February meeting and possibly present us with her version of what our survey should look like.

**NEXT MP MEETING TO BE HELD ON THURSDAY, JANUARY 13<sup>th</sup> at 5PM IN THE MACOMBER ROOM.**

Respectfully Submitted,

Darcy Horgan  
Secretary